

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: January 10, 2005

LEAVE ACCOUNTING LETTER #05-002

TO: All Agencies/Campuses in the California Leave Accounting System (CLAS)

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **USAGE ONLY BENEFITS**

On January 24, 2005, the State Controller's Office will reset the TOTAL HOURS/DAYS USED to zero for the following 2004 calendar year Usage Only Benefits:

CIVIL SERVICE

Dock
Jury Duty
Union Time Off
Mentor Leave
Professional Trng/Devel (BU02 Only)
Family Medical Leave Act*

CSU

Dock
Jury Duty
Union Time Off
Maternity/Paternity/Adoption

*The Family Medical Leave Act benefit will be reset to zero for all excluded employees and rank and file employees in Bargaining Units 1, 2, 3, 4, 7, 11, 12, 13, 14, 15, 17, 18, 19, 20, and 21 per Personal Management Liaison Memo #2002-041. The benefit will NOT be reset to zero for rank and file employees in Bargaining Units 5, 6, 8, 9, 10, and 16.

If you have any questions, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:DK:CLAS